



# Michigan Treasury Online (MTO) Optimization

## Learning Series 4: Manage Business Account Functions

***NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.***

January 2016

Customer Friendly







Simplified Process

### What's New in MTO?

- **Functions of Manage Business Account User Role**

***Learning Series 4 edition on the Functions of Manage Business Account.***

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

## Manage Business Account Information:

**Manage Business Account Information** – full manage rights that includes Registration functions and File and Pay SUW return functions. This role allows a user to add and update registration information along with the ability to file, pay, amend, view and print previously filed return. With the manage business account user role, the user has the ability to navigate through the *Manage Business* menu, the *File and Pay SUW* menu, the *Other Payment Options* menu, and the *Letters and Licenses* menu.

- Within the Manage Business menu, you can complete the following transactions:
  1. Change taxpayer data (business name, phone number, number of locations, and tax year end)
  2. Add and update business addresses (legal, physical, location, and mailing)
  3. Add and update representatives (payroll service provider and power of attorney)
  4. Add and update owners, officers, or partners
  5. Add and update tax types
  6. Submit an EFT application for MBT, CIT, and FTW taxes
  7. View delegates
  8. Discontinue the business
  9. Track registration updates

The screenshot shows the Michigan Treasury Online interface for a business named "A BUNCH OF GRAPES WINERY". The page is divided into two main sections: "Business Information" and "Available Actions".

**Business Information:**

Legal Address 7285 Parsons Dr Dimondale, MI 48821-5004	Next Return Filing Due Date June 20, 2015 <span style="color: red;">▲</span>
FEIN 2103354	Last SUW Payment Paid \$301.94 on December 21, 2015
Access Rights Manage Business	Last Return Filed Sales Tax, Use Tax, Withholding Tax (December 23, 2015)
Registered Tax Types Flow Through Withholding Tax, Sales Tax, Use Tax, Withholding Tax	

**Available Actions:**

- ▶ File and Pay SUW
- ▶ Other Pay Options
- ▼ **Manage Business** (highlighted with a red box)
  - Taxpayer Data
  - Addresses
  - Representatives
  - Owners, Officers & Partners
  - Tax Types
  - EFT Application
  - Manage Delegates
  - Discontinue Business
  - Track Updates
- ▶ Letters and Licenses

## Taxpayer Data:

This page allows a user to update taxpayer data such as the business name, business ownership type, business code (NAICS), business phone number, number of locations and tax year end.

## Michigan Treasury Online

A BUNCH OF GRAPES WINERY

## Taxpayer Data

If you choose to make changes to your taxpayer data, your changes are not saved until you click the "Submit" button.

Some changes you make require approval of the Michigan Department of Treasury before your record is updated.

## Basic Business Details

\* Required

\* Company Name or Owner's Full Name

A BUNCH OF GRAPES WINERY

DBA or Assumed Name

DBA or Assumed Name

\* Primary Identification Number

21 03354

SST Number

(SST Number Does not Exist)

ME Number(s)

(ME Number Does not Exist)

\* Business Ownership Type

10 - Individual Owner

\* Business Code (NAICS) | Find Code

312130

\* Business Phone Number and Extension

517 555 1212 Ext. Ext.

Number of Michigan Locations

00001

Seasonal Filer

☐ Check this box if you are a seasonal filer.

Tax Year End

December

SUBMIT

## Available Actions

Manage Business

Taxpayer Data

Addresses

Representatives

Owners, Officers &amp; Partners

Tax Types

EFT Application

Manage Delegates

Discontinue Business

Track Updates

Letters and Licenses

Addresses:

This page allows a user to view, edit, update and delete addresses relating to the business including legal address, mailing address, physical address, and location(s) address.

## Michigan Treasury Online

A BUNCH OF GRAPES WINERY

## Addresses

You have the ability to view, edit, update, and delete addresses related to your account.

If you choose to make changes to your taxpayer data, your changes are not saved until you click "Submit".

Some changes you make require approval of the Michigan Department of Treasury before your record is updated.

## Legal Address

The Michigan Department of Treasury will send official notices and communication to this address. It is important that the legal address remain current to assure timely receipt of communication.

An address with a P.O. Box must include a street address.

Legal Address  
7285 Parsons Dr.  
Dimondale, MI 48821-5004

EDIT LEGAL ADDRESS

## Other

Your address(es) are listed here. This section does not contain the business' legal address.

+ ADD ADDRESS

Type	Address	EDIT	DELETE
Mailing	7285 Parsons Dr, Dimondale, MI, 48821-5004	EDIT	DELETE
Physical	7285, Dimondale, MI, 48821	EDIT	DELETE

SUBMIT

## Available Actions

Manage Business

Taxpayer Data

Addresses

Representatives

Owners, Officers &amp; Partners

Tax Types

EFT Application

Manage Delegates

Discontinue Business

Track Updates

Letters and Licenses

## Representatives:

This page allows a user to designate and edit/update designated representatives (including payroll service provider and power of attorney) who can discuss tax matters with the Department of Treasury on behalf of the business.

The screenshot shows the 'Michigan Treasury Online' interface. At the top, there's a header with the Michigan.gov logo, 'HELP CENTER', 'CONTACT US', and a user profile 'JED BLU'. Below the header, a teal banner reads 'Michigan Treasury Online'. A navigation bar shows a home icon, 'A BUNCH OF GRAPES WINERY', and a close icon. The main content area is titled 'Taxpayer Representatives'. It includes a disclaimer: 'The Michigan Department of Treasury cannot disclose taxpayer information without authorization from the taxpayer. This page allows you to designate those Individuals who can discuss your tax matters with the Department of Treasury. If you choose to make changes to your taxpayer representatives, your changes are not saved until you click "Submit".' Below this is a blue box stating: 'Some changes you make require approval of the Michigan Department of Treasury before your record is updated.' The page is divided into two columns. The left column, 'Representative List', has a '+ ADD REPRESENTATIVE' button and a table with columns 'Name' and 'Category'. The table contains one entry: 'Sue's Payroll Company' under the 'Payroll Service Provider (PSP)' category, with 'EDIT' and 'DELETE' buttons. Below the table is a 'SUBMIT' button. The right column, 'Available Actions', has a 'Manage Business' dropdown menu. The dropdown is open, showing options: 'Taxpayer Data', 'Addresses', 'Representatives' (highlighted with a red box), 'Owners, Officers & Partners', 'Tax Types', 'EFT Application', 'Manage Delegates', 'Discontinue Business', and 'Track Updates'. At the bottom of this column is a 'Letters and Licenses' button.

**Michigan Treasury Online**

**Taxpayer Representatives**

The Michigan Department of Treasury cannot disclose taxpayer information without authorization from the taxpayer. This page allows you to designate those Individuals who can discuss your tax matters with the Department of Treasury. If you choose to make changes to your taxpayer representatives, your changes are not saved until you click "Submit".

Some changes you make require approval of the Michigan Department of Treasury before your record is updated.

**Representative List**

+ ADD REPRESENTATIVE

Name	Category	
Sue's Payroll Company	Payroll Service Provider (PSP)	EDIT DELETE

SUBMIT

**Available Actions**

Manage Business

- Taxpayer Data
- Addresses
- Representatives**
- Owners, Officers & Partners
- Tax Types
- EFT Application
- Manage Delegates
- Discontinue Business
- Track Updates

Letters and Licenses

## Owners, Officers & Partners:

This page allows the user to add, delete and edit an owner, officer or partner of the business.

The screenshot shows the 'Michigan Treasury Online' interface. At the top, there's a header with the Michigan.gov logo, 'HELP CENTER', 'CONTACT US', and a user profile 'JED BLU'. Below the header, a teal banner reads 'Michigan Treasury Online'. A navigation bar shows a home icon, 'A BUNCH OF GRAPES WINERY', and a close icon. The main content area is titled 'Owners, Officers & Partners'. It includes a disclaimer: 'You have the ability to add, delete and make changes to an owner, officer, or partner. If you choose to make changes to the owners, officers, & partners, your changes are not saved until you click "Submit".' Below this is a blue box stating: 'Some changes you make require approval of the Michigan Department of Treasury before your record is updated.' The page is divided into two columns. The left column, 'Owners, Officers, & Partners List', has a '+ ADD OWNER, OFFICER, OR PARTNER' button and a table with columns 'Name' and 'Title'. The table contains one entry: 'Andy Grapes' under the 'Owner' title, with a 'DELETE' button. Below the table is a 'SUBMIT' button. The right column, 'Available Actions', has a 'Manage Business' dropdown menu. The dropdown is open, showing options: 'Taxpayer Data', 'Addresses', 'Representatives', 'Owners, Officers & Partners' (highlighted with a red box), 'Tax Types', 'EFT Application', 'Manage Delegates', 'Discontinue Business', and 'Track Updates'. At the bottom of this column is a 'Letters and Licenses' button.

**Michigan Treasury Online**

**Owners, Officers & Partners**

You have the ability to add, delete and make changes to an owner, officer, or partner. If you choose to make changes to the owners, officers, & partners, your changes are not saved until you click "Submit".

Some changes you make require approval of the Michigan Department of Treasury before your record is updated.

**Owners, Officers, & Partners List**

+ ADD OWNER, OFFICER, OR PARTNER

Name	Title	
Andy Grapes	Owner	DELETE

SUBMIT

**Available Actions**

Manage Business

- Taxpayer Data
- Addresses
- Representatives
- Owners, Officers & Partners**
- Tax Types
- EFT Application
- Manage Delegates
- Discontinue Business
- Track Updates

Letters and Licenses

MTD HOME | CONTACT US | POLICIES  
Copyright 2016 State of Michigan

## Tax Types:

This page allows a user to add a new tax type and discontinue an existing tax type.

The screenshot shows the Michigan Treasury Online interface. At the top, there's a header with the Michigan.gov logo, a user name 'A BUNCH OF GRAPES WINERY', and links for 'HELP CENTER', 'CONTACT US', and 'JRD BILLY'. Below the header is a teal banner with 'Michigan Treasury Online'. The main content area has a 'Tax Types' section with a sub-header 'You have the ability to add a new tax type and discontinue an existing tax type. If you choose to make changes to tax types, your changes are not saved until you click "Submit".' A blue box below this states: 'Some changes you make require approval of the Michigan Department of Treasury before your record is updated.' There are two main columns: 'Tax Types List' on the left and 'Available Actions' on the right. The 'Tax Types List' column has an '+ ADD TAX' button and a table with three rows: 'Sales Tax', 'Use Tax', and 'Payroll and Pension Withholding Tax'. Each row shows an 'Effective Date' of 'January 1, 2015' and buttons for 'DISCONTINUE' and 'EDIT'. Below the table is a 'SUBMIT' button. The 'Available Actions' column has a 'Manage Business' dropdown menu with options: 'Taxpayer Data', 'Addresses', 'Representatives', 'Owners, Officers & Partners', 'Tax Types' (highlighted with a red box), 'EFT Application', 'Manage Delegates', 'Discontinue Business', and 'Track Updates'. At the bottom of this column is a 'Letters and Licenses' dropdown menu. The footer contains the Michigan.gov logo, 'MTO HOME | CONTACT US | POLICIES', and 'Copyright 2016 State of Michigan'.

**Tax Types**  
You have the ability to add a new tax type and discontinue an existing tax type.  
If you choose to make changes to tax types, your changes are not saved until you click "Submit".

Some changes you make require approval of the Michigan Department of Treasury before your record is updated.

**Tax Types List**

+ ADD TAX

Type	Effective Date		
Sales Tax	January 1, 2015	DISCONTINUE	EDIT
Use Tax	January 1, 2015	DISCONTINUE	EDIT
Payroll and Pension Withholding Tax	January 1, 2015	DISCONTINUE	EDIT

SUBMIT

**Available Actions**

Manage Business

- Taxpayer Data
- Addresses
- Representatives
- Owners, Officers & Partners
- Tax Types**
- EFT Application
- Manage Delegates
- Discontinue Business
- Track Updates

Letters and Licenses

## Electronic Funds Transfer (EFT) Debit Application:

This page allows a user to electronically complete an application for Electronic Funds Transfer (EFT) Debit. There is also a link to the paper Credit EFT application. Both of these applications are for MBT, CIT and FTW taxes.

The screenshot shows the Michigan Treasury Online interface for the 'Electronic Funds Transfer (EFT) Debit Application'. At the top, there's a header with the Michigan.gov logo, a user name 'A BUNCH OF GRAPES WINERY', and links for 'HELP CENTER', 'CONTACT US', and 'JRD BILLY'. Below the header is a teal banner with 'Michigan Treasury Online'. The main content area has a section titled 'Electronic Funds Transfer (EFT) Debit Application' with a sub-header 'The credit EFT process is available for Michigan Business Tax, Corporate Income Tax, and Flow Through Withholding only. If you wish to register to pay by CREDIT EFT method for these taxes, click here to go to the Credit EFT paper form (PDF)'. Below this is a 'Tax Types List' section with a table showing 'Tax Type' and 'EFT Debit'. There is a 'SUBMIT' button. To the right is an 'Available Actions' column with a 'Manage Business' dropdown menu. The options are: 'Taxpayer Data', 'Addresses', 'Representatives', 'Owners, Officers & Partners', 'Tax Types', 'EFT Application' (highlighted with a red box), 'Manage Delegates', 'Discontinue Business', and 'Track Updates'. At the bottom of this column is a 'Letters and Licenses' dropdown menu. The footer contains the Michigan.gov logo, 'MTO HOME | CONTACT US | POLICIES', and 'Copyright 2016 State of Michigan'.

**Electronic Funds Transfer (EFT) Debit Application**  
The credit EFT process is available for Michigan Business Tax, Corporate Income Tax, and Flow Through Withholding only. If you wish to register to pay by CREDIT EFT method for these taxes, click here to go to the Credit EFT paper form (PDF).

**Tax Types List**

Tax Type	EFT Debit
----------	-----------

SUBMIT

**Available Actions**

Manage Business

- Taxpayer Data
- Addresses
- Representatives
- Owners, Officers & Partners
- Tax Types
- EFT Application**
- Manage Delegates
- Discontinue Business
- Track Updates

Letters and Licenses

## Manage Delegates:

This page allows a user to view all users who have established a relationship with the business.

The screenshot shows the Michigan Treasury Online interface. At the top, there's a header with the Michigan.gov logo and navigation links. Below the header, the page title "Michigan Treasury Online" is displayed. A breadcrumb trail shows the user is in the "A BUNCH OF GRAPES WINERY" section. The main heading is "Manage Delegates", followed by a subtext: "Below is a list of the delegates for A BUNCH OF GRAPES WINERY." A table lists two delegates: Jenna Blu and Jed Blu, both with phone numbers and email addresses, and their access rights are "Manage Business". To the right of the table is an "Available Actions" menu with a dropdown arrow. The menu items include "Manage Business", "Taxpayer Data", "Addresses", "Representatives", "Owners, Officers & Partners", "Tax Types", "EFT Application", "Manage Delegates" (highlighted with a red box), "Discontinue Business", "Track Updates", and "Letters and Licenses".

Name	Phone Number	Email Address	Access Rights	Actions
Jenna Blu	517-636-6191	j1234blu@yahoo.com	Manage Business	[REMOVE]
Jed Blu	517-636-6191	j1234blu@yahoo.com	Manage Business	[REMOVE]

**Available Actions**

- ▼ Manage Business
- Taxpayer Data
- Addresses
- Representatives
- Owners, Officers & Partners
- Tax Types
- EFT Application
- Manage Delegates**
- Discontinue Business
- Track Updates
- ▶ Letters and Licenses

## Discontinue Business:

This page allows a user to discontinue the business electronically.

The screenshot shows the Michigan Treasury Online interface for the "Discontinue Business" page. The header and breadcrumb trail are the same as the previous page. The main heading is "Discontinue Business", followed by a subtext: "You have the ability to discontinue a business. This might be a complete termination of the business operation, a sale of the business to a third party, or a combination of the two." A yellow box contains a note: "If the taxpayer will continue some business operations but will no longer be liable for certain taxes, use the 'Tax Types' link to discontinue those specific taxes." A blue box contains a note: "Some changes you make require approval of the Michigan Department of Treasury before your record is updated." Below these notes is a "Discontinue Information" section with a "Required" label. It includes a "Date to Discontinue Business and All Taxes" field with a date picker, a "Contact Address After Discontinuance or Sale" section with fields for "Street Address Line 1", "Street Address Line 2", "Country", "City", "State", "Zip", and a dropdown for "Are you selling your business?". A "SUBMIT" button is at the bottom. To the right is an "Available Actions" menu with a dropdown arrow. The menu items include "Manage Business", "Taxpayer Data", "Addresses", "Representatives", "Owners, Officers & Partners", "Tax Types", "EFT Application", "Manage Delegates", "Discontinue Business" (highlighted with a red box), "Track Updates", and "Letters and Licenses".

**Discontinue Business**

You have the ability to discontinue a business. This might be a complete termination of the business operation, a sale of the business to a third party, or a combination of the two.

If the taxpayer will continue some business operations but will no longer be liable for certain taxes, use the "Tax Types" link to discontinue those specific taxes.

Some changes you make require approval of the Michigan Department of Treasury before your record is updated.

**Discontinue Information**

\* Required

\* Date to Discontinue Business and All Taxes

mm/dd/yyyy

**Contact Address After Discontinuance or Sale**

\* Street Address Line 1

Street Address

Street Address Line 2

\* Country

City

\* State

\* Zip

\* Are you selling your business?

- Select -

**Available Actions**

- ▼ Manage Business
- Taxpayer Data
- Addresses
- Representatives
- Owners, Officers & Partners
- Tax Types
- EFT Application
- Manage Delegates
- Discontinue Business**
- Track Updates
- ▶ Letters and Licenses

## Track Updates:

This page displays the changes made within the manage business menu after March 1, 2014. A user can view the confirmation number, date submitted, status and PDF displaying the change made.

**Michigan Treasury Online**

**Track Updates**

This table tracks changes you have submitted after March 1, 2014. The information below includes the confirmation number you received with each submission, as well as the status of any reviews related to changes you have made.

Confirmation #	Date Submitted	Channel	Review Status	View PDF
200000001681	December 22, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000001045	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000001043	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000918	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000917	December 21, 2015	Registration : MTO	Pending	<a href="#">View PDF</a>
200000000914	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000913	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000912	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000911	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000910	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000900	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000899	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000898	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000895	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000894	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000893	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000882	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000881	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000880	December 21, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000878	December 19, 2015	Registration : MTO	Pending	<a href="#">View PDF</a>
200000000877	December 19, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000876	December 19, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000857	December 19, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>
200000000856	December 19, 2015	Registration : MTO	Processed	<a href="#">View PDF</a>

**Available Actions**

- Manage Business
  - Taxpayer Data
  - Addresses
  - Representatives
  - Owners, Officers & Partners
  - Tax Types
  - EFT Application
  - Manage Delegates
  - Discontinue Business
  - Track Updates**
  - Letters and Licenses



**Note: Any changes made to information within the Manage Business menu are not saved until the Submit button has been selected.**

- Within the File and Pay SUW menu, you can complete the following transactions:
  - File and Pay a SUW Tax Return
  - Amend and Pay Processed SUW Tax Returns
  - View and Print Filed Returns

**Michigan Treasury Online**

**A BUNCH OF GRAPES WINERY**

**Business Information**

Legal Address  
7285 Parsons Dr  
Dimondale, MI 48821-5004

FEIN  
2103354

Access Rights  
Manage Business

Registered Tax Types  
Flow Through Withholding Tax, Sales Tax, Use Tax, Withholding Tax

Next Return Filing Due Date  
June 20, 2015

Last SUW Payment  
Paid \$301.94 on December 21, 2015

Last Return Filed  
Sales Tax, Use Tax, Withholding Tax  
(December 23, 2015)

**Available Actions**

- File and Pay SUW**
  - File and Pay a Tax Return
  - Amend and Pay Processed Returns
  - View and Print Filed Returns
- Other Pay Options
- Manage Business
- Letters and Licenses

## File and Pay a Tax Return:

The returns that are required to be filed by the business are displayed on the File and Pay a Tax Return page. The “Additional Returns” button is also available on this page. This function allows a user to file an additional monthly/quarterly or annual return, if needed.

**Michigan Treasury Online**

A BUNCH OF GRAPES WINERY

### File and Pay a Tax Return

The returns that are required to be filed by this business are displayed here. Only one tax return for each registered sales, use & withholding tax type is required based on the businesses filing frequency.

You may make multiple payments within the filing period by using the "Other Pay Options" menu.

**Required Tax Returns**

Tax Type	Period	Date Received	Action
SUW	Monthly - May 2015	06/20/2015	<a href="#">FILE RETURN</a>
SUW	Monthly - June 2015	07/20/2015	<a href="#">FILE RETURN</a>
SUW	Monthly - July 2015	08/20/2015	<a href="#">FILE RETURN</a>
SUW	Monthly - Aug 2015	09/20/2015	<a href="#">FILE RETURN</a>
SUW	Monthly - Sep 2015	10/20/2015	<a href="#">FILE RETURN</a>
SUW	Monthly - Oct 2015	11/20/2015	<a href="#">FILE RETURN</a>
U	Accelerated Sales and Use - Nov 2015	12/20/2015	<a href="#">FILE RETURN</a>
SUW	Monthly - Feb 2016	03/20/2016	<a href="#">FILE RETURN</a>
UW	Monthly - March 2016	04/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - April 2016	05/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - May 2016	06/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - June 2016	07/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - July 2016	08/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - Aug 2016	09/20/2016	<a href="#">FILE RETURN</a>
SUW	Monthly - Sep 2016	10/20/2016	<a href="#">FILE RETURN</a>

**Available Actions**

File and Pay SUW

[File and Pay a Tax Return](#)

Amend and Pay Processed Returns

View and Print Filed Returns

Other Pay Options

## Amend and Pay Processed Return

Displayed on this page are previously filed and processed sales, use and withholding tax returns. This page allows the user the ability to view, amend, or make a payment on these returns displayed. The “Additional Amended Returns” button is also available on this page. This function allows a user to file an additional monthly/quarterly or annual return, if needed.

Michigan.gov

HELP CENTER | CONTACT US | JED BLU

**Michigan Treasury Online**

A BUNCH OF GRAPES WINERY

### Amend and Pay Processed Returns

Displayed are the sales, use, & withholding (SUW) tax returns processed for tax year 2015 and forward for this business. You have the ability to view, amend, or make a payment on the processed returns displayed.

**Returns and Amendments**

Monthly Filings

Past 6 Months

Tax Type	Period	Date Received	Action
SUW	Monthly - Jan 2015	December 18, 2015	<a href="#">VIEW</a> <a href="#">AMEND</a>
SUW	Monthly - Feb 2015	December 21, 2015	<a href="#">VIEW</a> <a href="#">AMEND</a>
SUW	Monthly - March 2015	December 23, 2015	<a href="#">VIEW</a> <a href="#">AMEND</a>
SUW	Monthly - April 2015	December 23, 2015	<a href="#">VIEW</a> <a href="#">AMEND</a>
SUW	Monthly - Dec 2015	December 21, 2015	<a href="#">VIEW</a> <a href="#">AMEND</a>
SW	Monthly - Nov 2015	December 23, 2015	<a href="#">VIEW</a> <a href="#">AMEND</a>
SUW	Monthly - Jan 2016	December 22, 2015	<a href="#">VIEW</a> <a href="#">AMEND</a>
S	Monthly - March 2016	December 23, 2015	<a href="#">VIEW</a> <a href="#">AMEND</a>

**Available Actions**

File and Pay SUW

[File and Pay a Tax Return](#)

[Amend and Pay Processed Returns](#)

View and Print Filed Returns


Other Pay Options

**Additional Amended Returns**




## View and Print Filed Returns

Returns that have been filed for the business for sales, use and withholding are displayed on this page. The user can view and print these submitted returns.

HELP CENTER | CONTACT USJED BLU

# Michigan Treasury Online

A BUNCH OF GRAPES WINERY

## View and Print Filed Returns

Displayed are the returns that have been filed by this business for sales, use & withholding (SUW) for tax year 2015 and forward. From here you may view and print submitted returns.

If you are filing at the 4% rate, the printed form currently only shows the 6% rate information. For printed copies of both the 4% and 6% information, we suggest you make screen prints of the form in the "view" mode. A future enhancement is planned to allow the printing of both the 4% and 6% information together.

### Returns Filed

Monthly FilingsPast 6 Months


Tax Type	Period	Date Received	
SUW	Monthly - Jan 2015	December 18, 2015	<a href="#">VIEW AND PRINT</a>
SUW	Monthly - Jan 2015	December 18, 2015	<a href="#">VIEW AND PRINT</a>
SUW	Monthly - Feb 2015	December 21, 2015	<a href="#">VIEW AND PRINT</a>
SUW	Monthly - Feb 2015	December 21, 2015	<a href="#">VIEW AND PRINT</a>
SUW	Monthly - March 2015	December 23, 2015	<a href="#">VIEW AND PRINT</a>
SUW	Monthly - April 2015	December 23, 2015	<a href="#">VIEW AND PRINT</a>
SUW	Monthly - May 2015	December 23, 2015	<a href="#">VIEW AND PRINT</a>
S	Monthly - May 2015	December 23, 2015	<a href="#">VIEW AND PRINT</a>
SUW	Monthly - Dec 2015	December 21, 2015	<a href="#">VIEW AND PRINT</a>
SUW	Monthly - Dec 2015	December 21, 2015	<a href="#">VIEW AND PRINT</a>

### Available Actions


[File and Pay SUW](#)

[File and Pay a Tax Return](#)[Amend and Pay Processed Returns](#)[View and Print Filed Returns](#)[Other Pay Options](#)

- Within the Other Pay Options menu, you can complete the following transactions:
  - Make a Payment
  - Manage Payments
  - Payment history

HELP CENTER | CONTACT USJED BLU

# Michigan Treasury Online

A BUNCH OF GRAPES WINERY

## A BUNCH OF GRAPES WINERY


### Business Information

Legal Address  
7285 Parsons Dr  
Dimondale, MI 48821-5004

FEIN  
2103354

Access Rights  
[Manage Business](#)

Registered Tax Types  
Flow Through Withholding Tax, Sales Tax, Use Tax, Withholding Tax

Next Return Filing Due Date  
July 20, 2015 

Last SUW Payment  
Paid \$301.94 on December 21, 2015

Last Return Filed  
Sales Tax, Use Tax, Withholding Tax  
(December 23, 2015)

### Available Actions

[File and Pay SUW](#)

[Other Pay Options](#)

[Make a Payment](#)[Manage Payments](#)[Payment History](#)

[Manage Business](#)[Letters and Licenses](#)

MTO HOME | CONTACT US | POLICIES  
Copyright 2015 State of Michigan

## Make a Payment

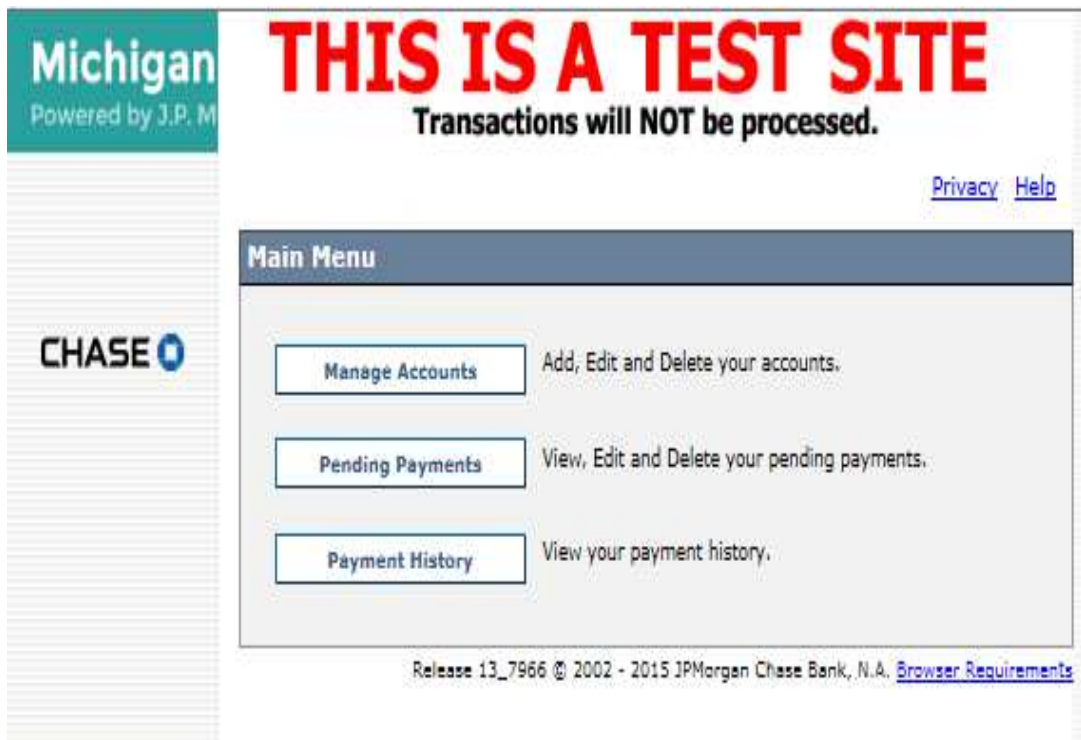
This page allows a user to make an additional electronic payment by having the user input the payment amount by tax type and selecting the tax period the payment should apply to. Additionally, there is functionality on the page that allows the user to print a payment voucher to pay by check.

The screenshot shows the Michigan Treasury Online interface. At the top, there's a header with the Michigan.gov logo and navigation links: HELP CENTER, CONTACT US, and JED BLU. Below the header, the page title is "Michigan Treasury Online". A breadcrumb trail shows "A BUNCH OF GRAPES WINERY". The main section is titled "Make a Payment" and is divided into two columns. The left column, "Electronic Payment", instructs the user to select the "Pay Now" button. It includes a box for "Accelerated Filers" and a "PAY NOW" button. The right column, "Available Actions", lists "File and Pay SUW", "Other Pay Options" (with a dropdown arrow), "Make a Payment" (highlighted with a red box), "Manage Payments", and "Payment History". Below the "Electronic Payment" section is a "Payment Voucher" section, which includes instructions for printing a voucher and a table with headers "Tax Type", "Period", and "Date Received". The footer contains the Michigan.gov logo, "MTO HOME | CONTACT US | POLICIES", and "Copyright 2015 State of Michigan".

## Manage Payments:

This directs the user directly to the payment center site. The user has the ability to manage their account, view and manage pending payments, and to view EFT payment history.

The screenshot shows the Michigan Treasury Online interface with a warning dialog box. The header and navigation links are the same as in the previous screenshot. The main section is titled "Michigan Treasury Online". A breadcrumb trail shows "A BUNCH OF GRAPES WINERY". The left column, "Business Information", displays the user's legal address (7285 Parsons Dr, Dimondale, MI 48821-5004), FEIN (210335402), and access rights (Manage Business). The right column, "Available Actions", lists "File and Pay SUW", "Other Pay Options" (with a dropdown arrow), "Make a Payment", "Manage Payments" (highlighted with a red box), "Payment History", "Manage Business", and "Letters and Licenses". A warning dialog box is overlaid on the page, titled "Leaving Michigan Treasury Online". It contains a "Warning" section stating: "If you continue, you will be being transferred to our payment center, powered by J.P. Morgan Chase. You must select 'Continue' within 1 minute or you will time out and will not be routed to the payment center. Once this happens, you will have to select 'Cancel' and re-enter your payment information." The dialog box has two buttons: "CANCEL" and "CONTINUE". The footer contains the Michigan.gov logo, "MTO HOME | CONTACT US | POLICIES", and "Copyright 2015 State of Michigan".



### Payment History:

All sales, use and withholding payments (both check and EFT) received for the business are displayed on this screen.

Michigan.gov

HELP CENTER | CONTACT US | JED BLU

## Michigan Treasury Online

A BUNCH OF GRAPES WINERY

### Payment History

Displayed below are the payments received for tax years 2015 Sales, Use and Withholding Taxes only. Tax year payments for prior tax years are not available at this site. Also, payments made for debts in Collections status are not viewable on this site.

**Payments**

All Payments | Past 6 Months

Payment Method	Date Received	Amount
ACH debit	December 18, 2015	\$1,806,002.00
ACH debit	December 18, 2015	\$6,392.00
ACH debit	December 18, 2015	\$10,000.00
ACH debit	December 18, 2015	\$107,000.00
ACH debit	December 18, 2015	\$300.00
ACH debit	December 21, 2015	\$299.34
ACH debit	December 21, 2015	\$2.60

**Available Actions**



- File and Pay SUW
- Other Pay Options
- Make a Payment
- Manage Payments
- Payment History**

Michigan.gov

MTO HOME | CONTACT US | POLICIES  
Copyright 2016 State of Michigan

## Letters and Licenses

Within the Letters and Licenses menu, you will be able to view correspondence from the Michigan Department of Treasury along with a copy of the businesses sales tax license.

 A BUNCH OF GRAPES WINERY 

### Correspondence

You have the ability to view outgoing business correspondence (including sales tax licenses) issued from the Michigan Business Tax Division. If you have questions on any correspondence not listed on this page, contact Michigan Department of Treasury at 517-636-6925.

#### Correspondence List

Type	Date Sent	View PDF
MTO Manage Business Access Letter	December 18, 2015	<a href="#">VIEW PDF</a>
TBOR	December 19, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 19, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 19, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 19, 2015	<a href="#">VIEW PDF</a>
MTO Manage Business Access Letter	December 19, 2015	<a href="#">VIEW PDF</a>
MTO Manage Business Access Letter	December 19, 2015	<a href="#">VIEW PDF</a>
MTO Manage Business Access Letter	December 19, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 19, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 21, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 21, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 21, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 21, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 21, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 21, 2015	<a href="#">VIEW PDF</a>
General Message letter Correspondence	December 21, 2015	<a href="#">VIEW PDF</a>

#### Available Actions

[Manage Business](#)

[Letters and Licenses](#)

[Letters](#)

[Licenses](#)



## Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: [www.michigan.gov/mtobusiness](http://www.michigan.gov/mtobusiness).